

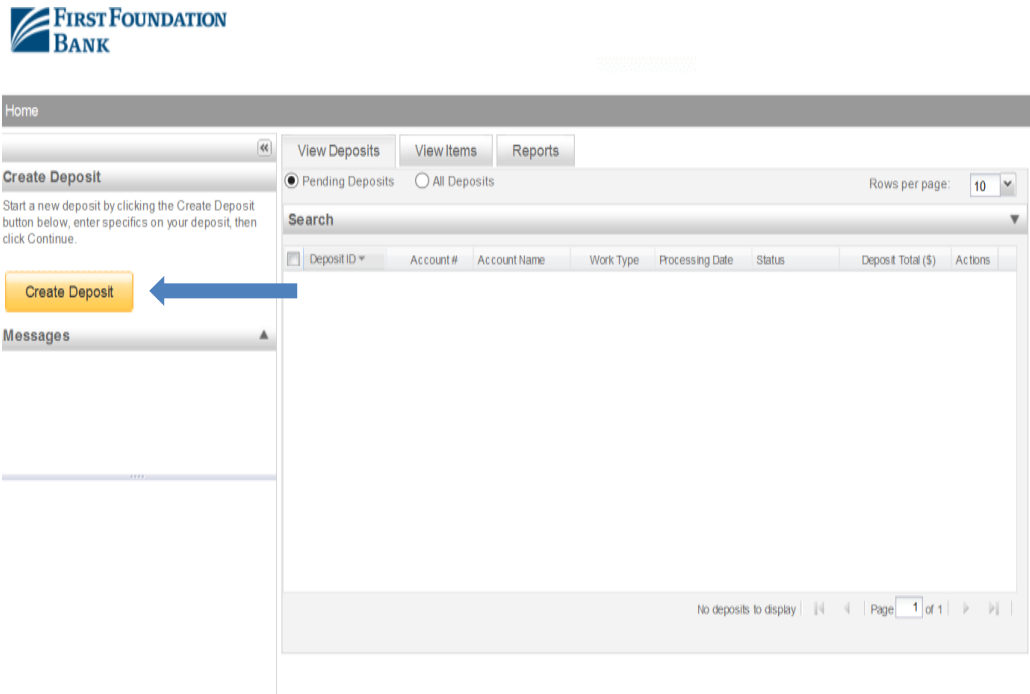
Remote Deposit Capture

Before You Begin:

Prior to utilizing the Remote Deposit scanner, please contact the Digital Banking team at 888-405-4332 or onlinebankingsupport@ff-inc.com for an installation of the drivers.

How-To Make a Deposit:

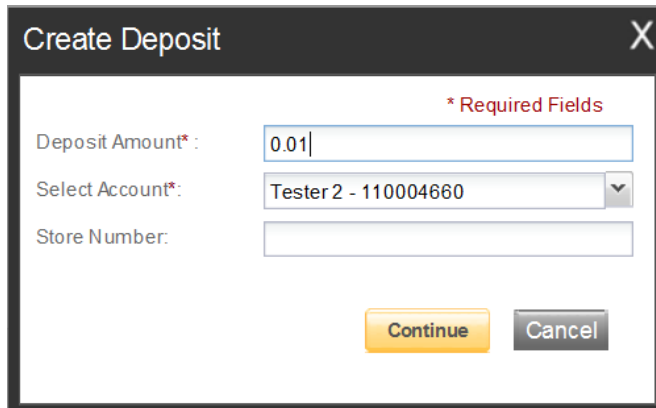
1. To create a new deposit, click on Create Deposit.



The screenshot shows the First Foundation Bank web interface. At the top left is the bank's logo. Below it is a navigation bar with 'Home', 'View Deposits', 'View Items', and 'Reports'. The main content area is titled 'Create Deposit' and includes a sub-header 'Pending Deposits' and 'All Deposits'. A 'Create Deposit' button is highlighted with a blue arrow. Below the button is a 'Messages' section. The main area contains a search table with columns: Deposit ID, Account #, Account Name, Work Type, Processing Date, Status, Deposit Total (\$), and Actions. The table is currently empty, and the footer indicates 'No deposits to display' and 'Page 1 of 1'.

4. Enter in the total amount of the deposit and select the account number from the drop-down. Click **Continue**.

****Note:** Store number is an optional field.



Create Deposit [X]

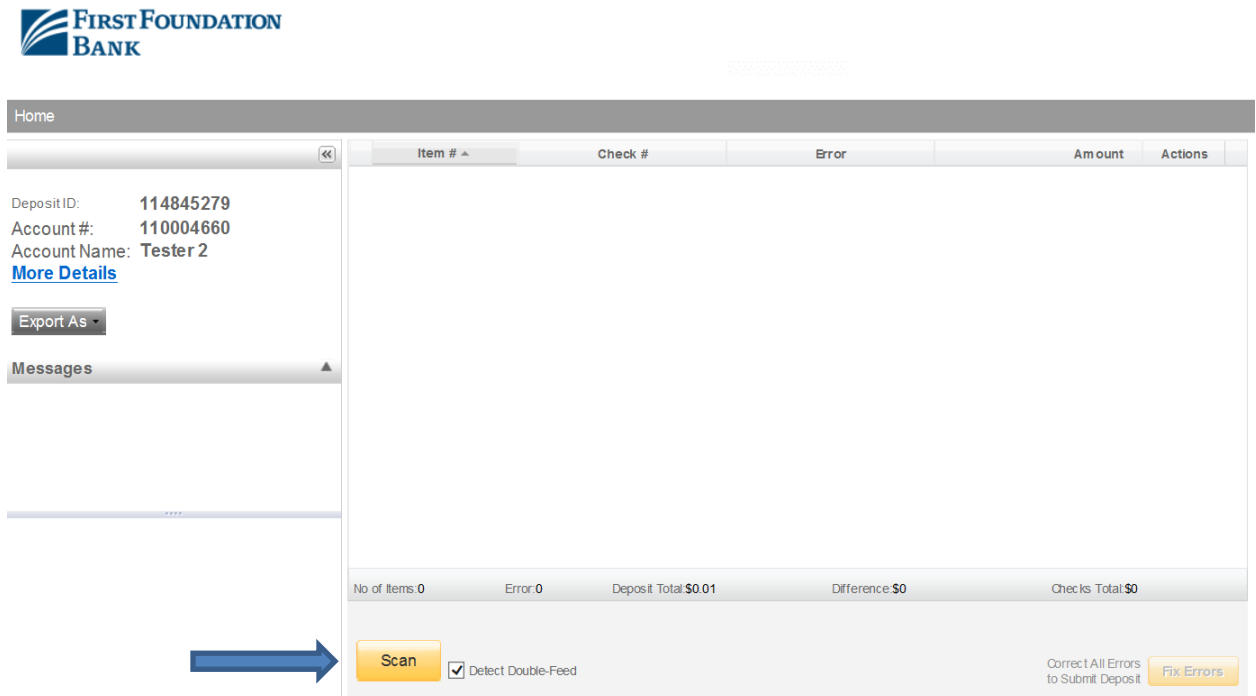
* Required Fields

Deposit Amount* :

Select Account* :

Store Number:

5. Place the check(s) on the scanner and click **Scan**. The multi-feed scanner multiple checks may be placed on the scanner at one time. The single-feed scanner will feed one check at a time.



**FIRST FOUNDATION
BANK**

Home

Item #	Check #	Error	Amount	Actions
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DepositID: 114845279
Account #: 110004660
Account Name: Tester 2
[More Details](#)

Export As ▾

Messages ▲

No of Items: 0 Error: 0 Deposit Total: \$0.01 Difference: \$0 Checks Total: \$0

Detect Double-Feed

Correct All Errors to Submit Deposit

6. If there are any errors, click on **Fix Errors**. If there are no errors, skip to Step 7.

Home

Deposit ID: 114879348
Account #: 110004660
Account Name: Tester 2
[More Details](#)

Export As ▾

Messages ▲

Item # ▲	Check #	Error	Amount	Actions
0886596973	0109		1.00	
0886596974	0109		1.00	

No of Items: 2 **Error:1** Deposit Total \$1.00 Difference: -\$1.00 Checks Total \$2.00

Scan Detect Double-Feed **Fix Errors**

The check image will expand. Enter in the field that needs correcting and hit the Enter key to update the field.

AUX/Serial	RT	WAUX/FLD4	Account	Check	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	120005632	0109	1.00

Press enter to update field

Delete

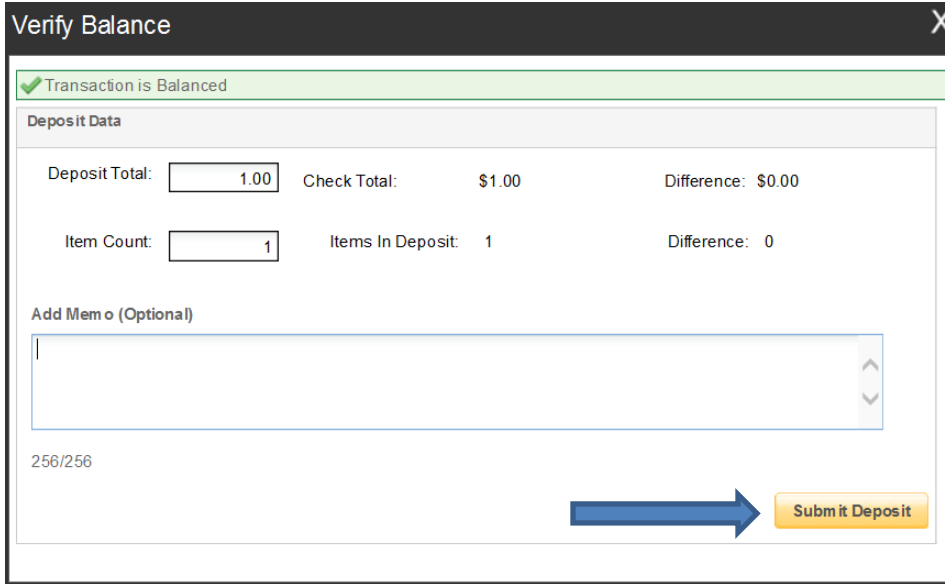
Once all fields have been updated, the Fix Error button will change to Submit Deposit.

7. To submit the deposit, click on **Submit Deposit**.

No of Items: 1 **Error:0** Deposit Total \$1.00 Difference: \$0.00 Checks Total \$1.00

Scan Detect Double-Feed **Submit Deposit**

8. The Verify Balance box will appear which allows for an optional memo. Click on **Submit Deposit** to confirm the submission of the deposit.



Verify Balance

✓ Transaction is Balanced

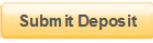
Deposit Data

Deposit Total: Check Total: \$1.00 Difference: \$0.00

Item Count: Items In Deposit: 1 Difference: 0

Add Memo (Optional)

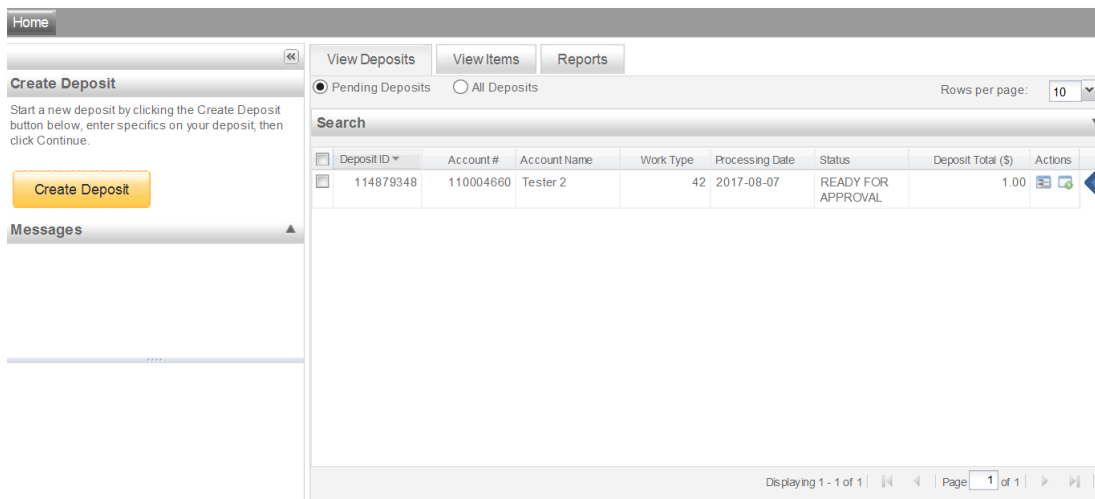
256/256



9. The deposit has now been submitted. The status of the deposit should show as “Pending Review.”

How-To Print Reports

1. Once the deposit has been submitted, click on the View Deposit icon under Actions.



Home

Create Deposit


Start a new deposit by clicking the Create Deposit button below, enter specifics on your deposit, then click Continue.

Messages

View Deposits View Items Reports

Pending Deposits All Deposits Rows per page: 10

Search

Deposit ID	Account #	Account Name	Work Type	Processing Date	Status	Deposit Total (\$)	Actions
114879348	110004660	Tester 2	42	2017-08-07	READY FOR APPROVAL	1.00	

Displaying 1 - 1 of 1 | Page 1 of 1

- This will bring you back into the deposit. Click on **Export As** and select the type of report that you would like to access. This will allow you to print or save, depending on preference.

Home

Deposit ID: 114879348
Account #: 110004660
Account Name: Tester 2
[More Details](#)

Export As ▾

- PDF
- CSV
- PDF with Images
- Extract Images

Item #	Check #	Error	Amount	Actions
0886596973	0109		1.00	

No of Items: 1 Error: 0 Deposit Total: \$1.00 Difference: \$0.00 Checks Total: \$1.00

 Detect Double-Feed Correct All Errors to Submit Deposit

*For support and questions, please contact our Digital Banking Team at
888-405-4332 or onlinebankingsupport@ff-inc.com.*